



TEXAS
Health and Human
Services

**Promotor(a) or Community Health Worker
Training and Certification Advisory Committee
Meeting Minutes
November 17, 2017
10:00 a.m.**

**Department of State Health Services
Moreton Building, M-204
1100 West 49th Street
Austin, TX 78756**

Table 1: Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee member attendance at the November 17, 2017, meeting.

MEMBER NAME	YES	NO	MEMBER NAME	YES	NO
Kim Bush	P		Bobby D. Hansford	P	
Claudia Bustos	Y		Oscar Munoz	P	
Merida Escobar	P		Julie St. John	P	
Rosalia Guerrero	P		Tasha Whitaker	P	
Jeri Hallberg Harmon Griffin	P				

Y: Indicates attended meeting. N: Indicates did not attend meeting. P: Indicates participated by phone

Agenda Item 1: Welcome and Introductions

Mr. Bobby Hansford called the meeting to order and requested members on the phone and participants in the room introduce themselves. Ms. Stephanie Gutierrez, Project Manager, HHSC Stakeholder Relations Office, provided meeting logistics, called roll, and determined a quorum.

Agenda Item 2: Approval of September 29, 2017 Meeting Minutes

Ms. Gutierrez requested a motion to approve the September 29, 2017 meeting minutes. Mr. Bobby Hansford made a motion to approve the September 29, 2017 meeting minutes. Ms. Jeri Hallberg Harmon Griffin seconded the motion. A roll call vote was taken. The motion carried.

Agenda Item 3: Public Comment

Ms. Gutierrez notified the members that Public Comment will be offered at the end of the meetings going forward. Ms. Gutierrez read Public Comment Logistics for the Committee.

Mr. Rayford Calloway, CHW from Tyler Texas made public comment. Mr. Calloway addressed the Committee regarding employee rights. Ms. Claudia Bustos stated there are workgroups that gather data regarding CHWs being treated fairly. Ms. Bustos also stated there are subcommittees that focus on how to build positive relationships with CHWs in the community.

Agenda Item 4: Health Promotion and Chronic Disease Prevention Section Update

Mr. Hansford introduced Mr. Brett Spencer, Manager, DSHS Community Health and Wellness Branch and turned the floor over to him.

Mr. Spencer provided an update on activities at the section level and within the new division. The section was transferred to a new division, The Community Health Improvement division. The Health Promotion and Chronic Disease Prevention section is beginning strategic planning based on the outcomes of the division plan. The focus at the section level is how to best coordinate externally and internally in effort to streamline communication and organization. The Community Health Improvement division hired an IT Coordinator as well as a Legislative Liaison. The Health Promotion and Chronic Disease Prevention section is looking to hire two managers in the Tobacco Prevention and Control branch as well as the Diabetes branch. Also, an Administrative Assistant and a Program Specialist II position will be filled soon under the Promotor(a) or Community Health Worker Training and Certification Program.

ACTION ITEMS: Ms. Rosalia Guerrero requested the Legislative Liaison attend the Rules Subcommittee.

Agenda Item 5: Tools for CHWs to Empower Women Suffering from Distress and/or Cancer

Mr. Hansford introduced Dr. Silvia Chavez-Baray, University of Texas (UT) at El Paso and turned the floor over to her.

Dr. Chavez-Baray referenced the PowerPoint and handout titled, *Tools for CHWs to Empower Women Suffering from Distress and/or Cancer*. Ms. Chavez-Baray read the PowerPoint verbatim.

Agenda Item 6: CHW Spotlight: Healthy Woman, Happy Families

Mr. Hansford introduced Ms. Leticia Espinoza, Veronica Ortega, and Elizabeth Unzueta from Familias Triunfadoras Inc. and turned the floor over to Ms. Espinoza.

Ms. Espinoza and Ms. Unzueta referenced the PowerPoint and handout titled, *Healthy Woman, Happy Family Sexual Health and AIDS/HIV Awareness through CHWs/Promotores*. Ms. Espinoza, Ms. Unzueta, and Ms. Ortega read the PowerPoint verbatim.

Agenda Item 7: Advisory Committee Workgroups Updates

Mr. Hansford called on the *Workforce Solutions and Employment Opportunities Subcommittee* for an update. Ms. Beatrice Smith notified the Committee of the subcommittee's update on behalf of Ms. Claudia Bustos, Subcommittee Chair. Ms. Smith stated there is an American Public Health Association (APHA) recommendation of CHW's making up 50% of any guiding body that works on CHW policy and practice, currently it stands at 40%. The program is working closely with UT at Austin, School of Nursing, to consolidate the online CHW workforce survey to be sent statewide in 2018. Ms. Guerrero stated this subcommittee is looking at how to develop and recommend financial strategies to use within the state to fund CHW programs that are not grant related.

Mr. Hansford called on the *Training and Certification Subcommittee* for an update. Ms. Guerrero, Subcommittee Chair notified the Committee of the subcommittee's update. Ms. Guerrero stated that there are additional training programs and an increase to CHW access

to training programs and continuing education. The guest instructor initiative has shown positive outcomes in reminding people of the importance of having certified curriculums and instructors for CEU credits. Ms. Guerrero notified the Committee there is a list of available curriculums from training centers on the CHW website available as a resource. The subcommittee is looking into how to support CHWs that are continuing their certification. The subcommittee also supports the National C3 project, an updated to the current core competencies. In 2018, the subcommittee wants to bring training programs together with program staff in addition to curriculum experts to create guidelines for the training centers to create quality instructor CEUs.

Mr. Hansford called on the *Communication and Outreach Subcommittee*. Mr. Hansford, Subcommittee Chair notified the Committee of the subcommittee's update. Mr. Hansford stated the subcommittee is developing a newsletter. The subcommittee reached out to West Texas Area Health Education Center (AHEC) to offer support for the CHW affinity group. The subcommittee will continue to promote conferences and future training to CHWs. In 2018, the subcommittee will assist with the development of the annual report to increase communications with CHWs, and to identify and explore additional opportunities for outreach and information regarding CHWs and training and certification programs. The subcommittee also discussed increasing the promotion of awards and scholarships for CHWs.

Mr. Hansford called on the *Program Rules Subcommittee*. Ms. Merida Escobar, Subcommittee Chair notified the Committee of the subcommittee's update. Ms. Escobar stated the subcommittee is working on developing a description for a certified CHW instructor.

Agenda Item 8: Committee Business

Mr. Hansford announced and congratulated, Ms. Kim Bush for Presiding Officer and Ms. Tasha Whitaker for Assistant Presiding Officer. Mr. Hansford turned the floor over to Ms. Gutierrez.

Ms. Gutierrez notified the Committee of a standard Officer Election Procedure and read the proposed procedure. Ms. Gutierrez then requested a motion to adopt the Officer Election Procedure. Ms. Kim Bush made a motion to adopt the Officer Election Procedure. Ms. Tasha Whitaker seconded. A roll call vote was taken. The motion carried. Ms. Gutierrez turned the floor over to Mr. Hansford.

Mr. Hansford asked Committee members if they have reviewed the UT at Arlington's application. Mr. Eric Walker from UT Arlington was introduced and the floor was turned over to him. Mr. Walker gave a brief background of how the application was developed and the goal if the application is accepted. Mr. Hansford thanked Mr. Walker and requested a motion to approve the UT Arlington's application to provide CHW certification and continuing education. Ms. Jeri Hallberg Harmon Griffin made a motion to approve the UT Arlington's application to provide CHW certification and continuing education. Ms. Guerrero seconded the motion. A roll call vote was taken. The motion carried. Ms. Gutierrez turned the floor over to Mr. Hansford.

Mr. Hansford reviewed the 2018 total number of meetings and meeting format both in-person and/or by webinar with the Committee. The Committee discussed the total number of meetings for 2018 being six. The Committee discussed the number of in-person meetings versus webinar. The Committee also raised the concern of members that are not present but are participating by phone or webinar during in-person meetings having voting rights. It

was explained to the Committee that by way of membership, members of the Committee have voting rights if they are either present and/or participating in the meeting through another format. A motion was made by Ms. Guerrero to approve the 2018 Advisory Committee six total number of meetings and meeting format of four in person and two webinar meetings to include the voting rights of members either present or in participation of the meeting. Ms. Hallberg Harmon Griffin seconded. Discussion continued regarding the current motion. The motion was withdrawn by Ms. Guerrero and seconded by Ms. Hallberg Harmon Griffin. A new motion was made by Ms. Hallberg Harmon Griffin to approve six total meetings for 2018. Ms. Guerrero seconded the motion. A roll call vote was taken. The motion carried.

Ms. Guerrero made a motion to approve four in-person meetings with two webinar meetings. The Committee went into discussion. The Committee discussed the feasibility of having four in-person meetings based on finances and members stated that three would be more feasible. Ms. Guerrero amended her motion to state there be three in-person meetings with three webinar meetings for the 2018 format. Ms. Kim Bush seconded the motion. A roll call vote was taken. The motion carried.

Ms. Guerrero made a motion to approve January 26, May 18, and September 28 be in-person meetings with March 23, July 27, and November 16 for webinar meetings. Ms. Hallberg Harmon Griffin seconded the motion. A roll call vote was taken. The motion carried.

Agenda Item 9: Program Update: Committee Vacancies and Solicitation Process

Mr. Hansford introduced Ms. Monica Maldonado, DSHS and Ms. Smith, DSHS and turned the floor over to Ms. Maldonado.

Ms. Maldonado referenced the PowerPoint and handout titled, *P/CHW Program Update as of October 31, 2017*. Ms. Maldonado read the PowerPoint verbatim. Mr. Hansford thanked Ms. Maldonado and turned the floor over to Ms. Smith. Ms. Smith informed the Committee of vacancies. Ms. Smith referenced the PowerPoint and handout titled, *2018 CHW Advisory Committee Vacancies*. Ms. Smith notified the Committee the application process has been implemented, and by February of 2018, appointments will be made.

Agenda Item 10: Committee Member Sharing i Celebra La Vida, Rompe El Silencio! - Celebrate Life, Break the Silence!

Mr. Hansford stated for the Committee, "only a small percentage of women, victims of domestic violence, break the silence. Tell us how CHWs/promotores empower women or offer support to women experiencing violence."

Ms. Hallberg Harmon Griffin stated that she would like to research how law enforcement upholds restraining orders from other states and counties as well as how law enforcement communicates between states and counties regarding such matters. Ms. Hallberg Harmon Griffin notified the Committee she will present on this information at the next meeting.

Agenda Item 11: New Business for consideration at next meeting

- Public comment will be at the end of the meetings.
- Subcommittees will have ten minutes each to report to the full committee.
- 2017 annual report.
- Committee members will vote on the 2017 accomplishments and 2018 activities.
- Training for women veterans.
- Ms. Hallberg Harmon Griffin will present on law enforcement protocol regarding restraining orders.

Agenda Item 12: Adjournment Mr. Hansford adjourned the meeting at 12:37 p.m.